

utFAK IMHNT OF GENERAL SERVICES:
Records Management Division

SCHEDULE
NO.

C-479

PAGE
NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

HOWARD COUNTY POLICE DEPARTMENT

Central Records


AGENCY

DIVISION

Item No.	Description	Retention
1	DISPATCH CARDS - These cards are the record of each call for service received by the department and contain information necessary to dispatch an officer. If a written report is required, the card is attached to and becomes a part of the report. If a written report is not required, the basic information is recorded on the computer and the card is no longer needed.	Microfilm after six months as a part of the report, destroy original and retain microfilm 100 years. Destroy original card after entry onto the computer.
2	INCIDENT REPORTS - These are written reports from officers concerning investigations in- to any type of call requiring a written report and are filed numerically. Motor Vehicle Accident Reports, teletype copies and supplements to the original reports are included in this category.	Retain hard copy for six months, then screen reports and eliminate non-record material not required to be filmed. Microfilm remaining documents and destroy originals. Retain microfilm for 100 years.
3	WARRANTS - After a warrant is served, a copy of the warrant and the report written on it is received by Central Records Division for retention.	Microfilm warrant and report upon receipt, destroy, retain microfilm for 100 years.
4	ARREST REPORTS - Adult and Juvenile Reports are completed by the arresting officer and filed by Central Records with the photograph alphabetically... adult and juvenile separately.	Microfilm upon receipt, destroy original. Retain microfilm 100 years.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

24 Aug 78 
Date Signature


Title

01/17/78
Date


State Archivist

DEPARTMENT OF GENERAL SERVICE
Records Management Division

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5	MARYLAND UNIFORM COMPLAINT AND CITATION - The District Court and the Department of Motor Vehicles both maintain record copies of traffic citations.	Retain our copies for one year, then destroy.	
6	HOWARD COUNTY POLICE DEPARTMENT MOTOR VEHICLE WARNINGS - The original copy goes to the motorist. The copy is filed by Central Records by date. There is no further action on these warnings.	Retain the copy for a period of six months, then destroy.	

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

21 Aug 78
Date

[Signature]
Signature

[Signature]
Title

8/17/78
Date

Edward C. [Signature]
State Archivist